



PO Box 113, Hampton Falls, NH 03844

LAS PTO Fund Request Form

Directions for Fund Requests (Submissions not following these guidelines may not be eligible for reimbursement):

- Approval of fund request must be completed prior to purchase of requested item.
- Complete the following information and provide to the PTO Treasurer / PTO mailbox at the school
- Fund Requests are voted on at the next PTO meeting, a representative will need to attend the meeting to review the request. Attached additional documentation or quotes as needed.
 - Per PTO Bylaws, requests over \$500 require two votes at two PTO meetings. Please submit request accordingly to allow time for voting.
- Please Note: Purchase Receipts are REQUIRED for all PTO expenses and reimbursements
 - Reimbursement Expense Form to be completed within 45 days of purchase and submitted to PTO Treasurer.

Date of Submission: _____ Date Item Needed By: _____

School Year: _____ AND/OR Event Date: _____

Name of Requester: _____

Title of Event or Cause for Funding Request: _____

Additional Information to Consider: _____

Amount of Funds Requested: \$ _____

Funds to be used for:

Educational Supplies	Field Trip (what grades?)	Fundraiser Supplies	School -Wide Event	Other Event (please list)

Our Mission:

The Lincoln Akerman School Parent Teacher Organization, LAS PTO, is a cooperative effort between parents, teachers and administrators who have united to enrich the overall educational experience for our children. The PTO purpose is to provide support and services for our children in collaboration with the school and does so by raising and distributing funds for enrichment and curriculum-related programs, field trips and school activities, as well as supplying educational materials and equipment which are not otherwise underwritten.